

# Protecting Integrity in Written Products

Child Care State Capacity Building Center and  
National Center on Early Childhood Quality Assurance



## Protecting Integrity in Written Products

The following guidelines help ensure that Office of Child Care (OCC) project staff members avoid copyright infringement and plagiarism and cite information appropriately.<sup>1</sup> The guidelines cover citation and permission requirements for summarized and quoted material as well as reproduction of full documents, excerpts, and images. **This information is not legal advice.**

### Our Values

It is essential that OCC project staff uphold the highest standards of integrity and quality at all times. We demonstrate these values through our written work by conducting due diligence for all material used, citing thoroughly and completely, and erring on the side of giving credit. We do not use resources if we cannot verify their ownership or our right to use them. Consistent application of these principles protects our reputation, shows that we respect the intellectual property rights of others, and demonstrates our commitment to quality work.

### Summarizing and Quoting

The most common uses of others' materials include quoting, paraphrasing, and summarizing their ideas and arguments.

Permission is not required for such uses of publicly available material. However, **credit** is always required. Citations must always be provided, even if the material used is paraphrased and is not a direct quotation.

Direct quotations should always be clearly designated as such through the use of quotation marks or block quotations. Staff should limit the number of quotations used and, generally, limit their length to a few sentences.

Diligence in citing helps us (and OCC) look as professional as possible and adds validity to our materials.

#### Common Knowledge: Cite or Not?

Facts that are considered *common knowledge* do not need to be cited. The University of Pennsylvania defines common knowledge as follows:

Common knowledge is any information that the average, educated reader would accept as reliable without having to look it up.

Determining whether something is common knowledge can be tricky, so **when in doubt, cite!**

An in-depth discussion of common knowledge, including examples, is available in the University of Pennsylvania's "Avoiding Plagiarism: What Is Common Knowledge?" ([http://www.upenn.edu/academicintegrity/ai\\_common%20knowledge.html](http://www.upenn.edu/academicintegrity/ai_common%20knowledge.html)).

<sup>1</sup> **Copyright infringement** and **plagiarism** are two different things. The following explanation is from Harvard University's Office of the General Counsel: Plagiarism is the misappropriation of another's work, passing it off as your own without indicating the source. It is possible to plagiarize a work without infringing the copyright—for example if you take another's ideas without proper attribution, even though you do not copy the language, or you borrow from a work whose copyright has expired. Conversely, it is possible to infringe without plagiarizing. Properly citing the work you are copying does not avoid liability for infringement. Harvard University Office of the General Counsel. (2016). *Copyright and fair use: A guide for the Harvard community*. Retrieved July 21, 2016, from <http://ogc.harvard.edu/pages/copyright-and-fair-use>

## Reproducing Documents and Images

### Significant Excerpts and Entire Publications

Staff must take care to avoid copyright infringement when copying and distributing material (including significant excerpts that are beyond the scope of a standard quotation).

Copying and distributing material without obtaining proper permission violates copyright law. Unless materials are in the [public domain](#) or include a copyright license or other statement specifically permitting free use, staff should [obtain permission](#) to do one of the following:

1. Contact the publisher to request (and, in most cases, purchase) copies to distribute. Staff can also ask for one reference copy to display, which may be free or be sold for a minimal cost.
2. Contact the publisher to receive permission to make photocopies (or a scanned PDF) of the entire resource or portions of the resource.

Whole documents and lengthy excerpts that were originally created by others should be left in their original format. They should **not** be put into OCC project templates.

Shorter excerpts may be included within OCC project documents, so long as they are clearly set off from the rest of the text and full attribution is provided.

Detailed guidance specifically for Child Care and Development Fund Plan excerpts is available in the OCC projects style guide.

### Photos, Figures, and Other Images

**Photos and images** should be chosen from the OCC projects photo library rather than from outside sources. The images in the library have been purchased and are the property of OCC. The photo library and guidance for using it are available here: <https://workspace.icfi.com/hscd/ees/occprojects/ApprovedPhotos/Forms/library.aspx>.

If you are unable to find an image that meets your needs and wish to use one from outside the collection, you are responsible for [obtaining permission](#) and providing an appropriate credit line. Because of permission and copyright issues, we are not able to use personal or family pictures in project materials.

Avoid using **graphs, charts, and other figures** from outside publications unless they are highly relevant to the content of your publication or presentation. In many cases, graphs and charts are created using publicly available data. In such cases, it is best to go directly to the source to create your own graph or chart (always providing a citation for the data source). In addition to avoiding potential copyright issues, this approach enables you to create a customized figure that is more likely to be highly relevant to your product.

If, after considering the above, you wish to use a figure from an outside publication, you are responsible for [obtaining permission](#) and providing an appropriate credit line.

Note that attribution for photos, images, and figures is provided directly under the image rather than in references or footnotes (see [Citations](#) for format).

### Obtaining Permission

Staff who decide to proceed with reproducing excerpts, entire documents, photos, figures, and other images are responsible for obtaining permission (unless the materials are in the [public domain](#) or include a copyright license or other statement specifically permitting free use).

- ◆ Contact the publisher via email and ask for written permission to copy, display, or distribute the desired resource in whole or part.

- Contact information for permission requests can usually be found on the publisher's website (sometimes buried in a section such as "publications" or "research"). If you are unable to locate the permissions contact, check the organization's staff page for contact information for a publications director, editor, librarian, or someone in a similar role. Reach out to individual authors as a last resort. They are typically unable to grant permission on behalf of their organization, but may be able to facilitate your connection with the appropriate person.
- ◆ To facilitate your request, provide as much of the following information as possible: the resource's full title, publication date, author names, ISBN, and URL.
- ◆ Be specific about how the resource will be used. For example, include page numbers for material that will be excerpted, page number and figure number for any image that will be used, number of copies you would like to distribute, and the purpose of the document you will be creating or the meeting you will be taking it to.
- ◆ When you have obtained permission, save a copy of the email exchange on the workspace:
  - State Capacity Building Center: In Center Resources, folder "Permission Requests," subfolder "Permission Granted."
  - National Center on Early Childhood Quality Assurance: In Center Resources, folder "Resource Development, subfolder "Permission Requests."

### Sample Permission Request

Dear Ms. Smith:

I am writing to request permission to reuse material from your publication, *Bridging the Gap: Exploring the Intersection between Workforce Development and Child Care* (May 2015), by Gina Adams, Shayne Spaulding, and Caroline Heller (<http://www.urban.org/research/publication/bridging-gap>).

I am making this request on behalf of the [choose one: Child Care State Capacity Building Center, a service of the Office of Child Care, Administration for Children and Families, U.S. Department of Health and Human Services **or** National Center on Early Childhood Quality Assurance, Administration for Children and Families, U.S. Department of Health and Human Services].

We seek permission to reproduce table 2, State and Local Actors and Roles (p. 16). The table will be used in a PowerPoint presentation as part of a national webinar on cooperation between child care agencies and workforce development agencies. We anticipate around 50 attendees, including Child Care and Development Fund Administrators, staff from state-level child care agencies, Office of Child Care Regional Program Managers, and possibly other senior Office of Child Care staff. A link to the webinar recording will be made publicly available on the Office of Child Care website.

Please reply with permission and terms for this use.

Thank you,

Jane Doe [Include full signature block.]

## Public Domain

Permission is not needed to reproduce materials that are in the public domain. **Staff are always required to provide attribution and give credit to the original author(s), regardless of public domain status.**

Public domain is usually a matter of age; for example, materials published before a certain date are in the public domain. In addition, materials produced by the U.S. Federal Government are in the public domain.

- ◆ This article from the Stanford University library system provides a detailed explanation of public domain: Stim, R. (n.d.). The public domain. Retrieved July 21, 2016, from the Stanford University Libraries website: <http://fairuse.stanford.edu/overview/public-domain/>

- ◆ This table from Cornell University's Copyright Information Center can be used as a checklist to help determine whether a work is in the public domain:  
Hirtle, P. B. (2016). Copyright term and the public domain in the United States. Retrieved July 21, 2016, from the Cornell University Copyright Information Center website:  
<http://copyright.cornell.edu/resources/publicdomain.cfm>

## Citations

### Citing Quotations and Paraphrased Ideas and Arguments

Quotations, paraphrased material, and other authors' ideas and arguments should be cited in standard American Psychological Association (APA) format in a reference list, endnotes, or footnotes. Detailed guidance is available in the OCC projects style guide, and on the Purdue University Online Writing Lab website:  
<https://owl.english.purdue.edu/owl/resource/560/1/>.

### Citing Excerpts

It is important to ensure that excerpts are clearly distinguished from the rest of the text. They should be preceded by a statement such as the following

The following is an excerpt from *Bridging the Gap: Exploring the Intersection between Workforce Development and Child Care* (2015, p. 7), by Gina Adams, Shayne Spaulding, and Caroline Heller, Urban Institute (available at <http://www.urban.org/research/publication/bridging-gap>).

It should be clear where the excerpt begins and ends. The preferred method for distinguishing excerpts is indentation. If indentation is impractical, consider placing horizontal lines at the beginning and end of the excerpt. Avoid using italic text or making any significant formatting changes. In tricky situations, consult the editor for advice on the best format.

### Citing Images

Citations for photos, images, and figures are provided directly under the image rather than in references or footnotes. In the OCC projects Word templates, use the style Table/Figure Note and Source. The following example demonstrates the format to use if the source is a publication; fill in as much of the information as is available or applicable.

Source: Adams, G., Spaulding, S., & Heller, C. (2015). *Bridging the gap: Exploring the intersection between workforce development and child care*. Urban Institute. Retrieved from the Urban Institute website:  
<http://www.urban.org/research/publication/bridging-gap>

For a photo, source information may simply consist of the photographer's name and website.

Source: Flickr user Epsen Gjølsten. Retrieved from <https://www.flickr.com/photos/144036312@N05/28175411360/>

#### Additional Resources

- The full Government Printing Office *Style Manual* is available at <https://www.gpo.gov/fdsys/pkg/GPO-STYLEMANUAL-2008>.
- The following website provides a thorough overview of APA style, including references:  
<https://owl.english.purdue.edu/owl/resource/560/1/>.
- The editors and other members of the Information Services team are available to answer questions and help find solutions. Contact us at [OCCInfoServices@icfi.com](mailto:OCCInfoServices@icfi.com).